



# EMPLOYMENT OPPORTUNITY

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Human Resources Division  
#1 Gary K. Anderson Plaza, Decatur, IL 62523  
Phone: (217) 424-2805 • [www.decaturl.gov](http://www.decaturl.gov)  
*An Equal Opportunity Employer*

**11/9/10**

The Civil Service Commission of the City of Decatur will conduct an examination and establish an eligible register for the following classification:

## **CITY ELECTRICIAN**

Hourly Pay: \$21.55 with a growth potential to \$26.76 in accordance with union contract

Applications are available on our website at [www.decaturl.gov](http://www.decaturl.gov) or at the Human Resources Division, Department of Management Services, Second Floor, Decatur Civic Center, #1 Gary K. Anderson Plaza, Decatur, Illinois 62523, and must be returned or postmarked by **Tuesday, November 23, 2010.**

There is one immediate position available in the Public Works department. Persons passing all phases of the selection process will be placed on a Civil Service eligible register which will be used for a period of two years or until exhausted. Selection of candidates will be made according to the Civil Service laws for cities, as modified by the City Code of the City of Decatur, Illinois.

## **NATURE OF WORK**

This is skilled journeyman work in the installation, maintenance and repair of municipal electrical systems and equipment. Work involves skilled electrical trade tasks on electrical installations maintained by the City. Assignments include the electrical installation and maintenance of street lighting equipment, wiring and varied electrical and motorized operating units, municipal water systems equipment and related auxiliary units and traffic signals.

## **EXAMINATION PROCESS**

Applicants must successfully complete all portions of the selection process. The examination process will consist of the following:

- 1) **Written Examination:** All applicants must take the written examination. Applicants are required to score at least 70.00% on the written examination.
- 2) **Oral Interview:** All applicants passing the written test must pass an oral interview.

- 3) **Veteran Points:** Eligible veterans may receive 5 veteran preference points added to their final examination score.
- 4) **Physical Examination:** Applicants placed on the eligible register must pass a physical examination which includes a drug screen by a physician of the Commission's choice, immediately prior to appointment.

### **EDUCATION AND EXPERIENCE**

Graduation from high school or vocational school, supplemented by an approved apprenticeship in electrical trades work; considerable experience in electrical maintenance and repair; or any equivalent combination of training and experience.

### **NECESSARY SPECIAL QUALIFICATIONS**

Candidates must possess a valid State of Illinois driver's license.

### **ESSENTIAL KNOWLEDGE AND SKILLS**

1. Thorough knowledge of the standard practices, materials, tools and equipment used in electrical trade and high voltage electrical work.
2. Thorough knowledge of the occupational hazards and safety precautions necessary in electrical work.
3. Considerable knowledge of the principles of electrical theory as applied to complex electrical circuits and wiring systems and the ability to apply knowledge to work problems.
4. Considerable knowledge of the municipal electrical code.
5. Ability to prepare standard work reports and to maintain limited parts inventory records.
6. Skill in the use and care of manual and electrical maintenance and testing tools and equipment.
7. Considerable knowledge of the operation of electrical testing devices and schematic reading.
8. Ability to work independently maintaining good rapport with the public in general and under difficult work situations.

### **EXAMPLES OF WORK (typical work examples, but not limited to the following):**

1. Maintains and repairs high voltage motors, generators and transformers; cleans, installs motor switching gears, circuit breakers and relays.
2. Installs ornamental light pole and underground wiring; relamps units; installs new lighting assemblies and wiring in municipal recreational areas; troubleshoots the street lighting system.
3. Installs and repairs transformers, amplifier rectifiers, resistors; repairs circuit breakers and replaces transformer oil.
4. Performs electrical work on high voltage diesel generators; cleans and replaces generator circuit breakers, controls and voltage regulators.
5. Maintains lighting and equipment in all parking lots and garages, and all other municipal facilities except those of the Water Department.
6. Prepares reports on jobs performed; keeps limited installation records, orders and controls electrical work equipment and repair parts.
7. Installs, maintains and repairs traffic signal and street light components.
8. Installs, repairs and sets electrical time switches; cleans and repairs traffic signal and street light controllers and related components.
9. Responds to emergency calls to trouble shoot and repair traffic signals.
10. Performs general electrical maintenance on street lighting system.

### **RESIDENCY**

Employees must establish residency within the corporate limits of Macon County or within fifteen (15) miles of the corporate limits of the City of Decatur within 90 days following the completion of their 6-month probationary period.

### **BENEFITS**

**SICK LEAVE**            1 day per month granted, accumulative to 240 days.

**VACATION**            2 weeks after 1 year of service; 3 weeks after 7 years of service; and 4 weeks after 14 years of service.

<b><u>HOLIDAYS</u></b>	New Years Day	Labor Day
	Martin Luther King's Birthday	Veterans Day
	President's Day	Thanksgiving Day
	Good Friday	Day After Thanksgiving
	Memorial Day	Christmas Day
	Independence Day	Two Unscheduled Holidays

PENSION

The City of Decatur contributes to the Illinois Municipal Retirement Fund (IMRF). Employees also contribute at the rate of 4.5% of gross pay. Employee contributions are refundable if employment ends before retirement.

OTHER

The City offers a three-tier Preferred Provider Option (PPO) health insurance program for employees and their dependents. Employees contribute toward the monthly premium for single coverage and/or family coverage through payroll deduction. The City provides a \$20,000 life insurance policy at no cost to the employee. Employees may purchase a policy which provides \$2000 for spouse and \$1000 for each child to age 21 (23 if full-time student). Employees may purchase additional term life insurance sponsored by IMRF. Employees may participate in a voluntary group dental insurance plan. Deferred compensation is also available.

APPLY:

Visit our website at [www.decaturl.gov](http://www.decaturl.gov) or in person at  
City of Decatur  
Human Resources Division  
#1 Gary K. Anderson Plaza  
Decatur, Illinois 62523  
Phone: 217/424-2805

AA/EOE